



## COUNTY OF LOS ANGELES PROBATION DEPARTMENT

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**JERRY E. POWERS**  
Chief Probation Officer

March 5, 2012

TO: Chairman Zev Yaroslavsky  
Supervisor Gloria Molina  
Supervisor Mark Ridley-Thomas  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

FROM: Jerry E. Powers *J.P.*  
Chief Probation Officer

**SUBJECT: CORRECTIVE ACTION PLAN FOR AB 109 REQUEST FOR PROPOSAL**

Pursuant to a request from one of the board offices to provide a corrective action plan, I am providing this to each of you to ensure that we are consistent in our information relative to this important RFP for services.

On December 20, 2011, I committed to your board that the Probation Department would issue an RFP for services related to the AB 109 population within 30 days from the board hearing. The RFP was subsequently released on January 20, 2012. Given the compressed timeline that I agreed to, departmental staff attempted to produce a single RFP that provided the required services. In our efforts to meet the timeline, the final product was not of sufficient clarity and quality as to provide the best fiscal and programmatic outcomes for the county and the offenders served. The attempt to provide all services in a single RFP resulted in an overly cumbersome process that was confusing to potential providers. I erred in not providing my staff sufficient time to follow a process internally and externally that would have resulted in a better outcome. For this reason I have instructed staff to pull the RFP. We will adjust this process to ensure that we have multiple RFP's that are specific to the service being requested and will result in a better financial and programmatic outcome.

In hindsight, the Department could have been better served by doing the following:

- Be more realistic when developing timelines for project deliverables;
- Communicating with local parole offices regarding demographics, service needs, and service participation;

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- Release a Request for Information to Community Based Organizations;
- Conduct informational forums and surveys with Community Based Organizations regarding program and proposal needs and concerns as appropriate;
- Include input into the RFP process from County agencies that have experience in delivering the identified services;
- Contact other Counties in an effort to identify their process for securing like services.

**Corrective Actions to be taken:**

Going forward, we will utilize all of the above as well as utilizing CEO, and other County department resources to create a successful RFP and process. It is our goal to release the subsequent RFP's for these services in the next 60 days if not sooner. The Department identified the following actions that will be taken:

- 1) Develop multiple RFPs for each service.
- 2) Consult and Partner with the Departments of Mental Health, Public Health Services and Community and Senior Services to ensure that services requested in the RFPs are clearly defined and well coordinated.
- 3) Develop a process that will ensure that the "new" RFPs will be more effective, efficient, relevant, valid and usable for the requested services.
- 4) Review and analyze feedback received from potential vendors to ensure that the requested services are clear, concise, and would result in proposals that would best meet the needs of the target population.

In the future, I will be more cautious with respect to timelines and I will make sure the project we deliver is of sufficient quality to ensure that we successfully execute our RFP's. The Department will be more cautious when developing timelines for project deliverables and will make it a priority to ensure that impacted stakeholders provide input into the process.

JEP:pg

c: William T Fujioka, Chief Executive Officer  
Sachi A. Hamai, Executive Officer, Board of Supervisors  
Brence Culp, Chief Deputy Chief Executive Officer  
John Krattli, Acting County Counsel  
Georgia Mattera, Chief Executive Office  
Justice Deputies